

FOOTHILL TRANSIT

MINUTES

The regular meeting of the Foothill Transit Executive Board was held on Friday, November 12, 2010, at the Foothill Transit Conference Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

Chairman Chandler called the meeting to order at 8:31 a.m. The following members were present, constituting a quorum of the Executive Board:

Roger Chandler, Chairman
Carol Herrera, Vice Chair
Peggy A. Delach
Paula Lantz
Pat Wallach

Pledge of Allegiance

Member Lantz led the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 24, 2010

The minutes for the regular meeting of September 24, 2010, were approved as submitted.

Motion: Vice Chair Herrera, seconded by Member Wallach

Vote: Unanimously carried

[\(See Supporting Document\)](#)

PRESENTATIONS:

5.1. Introduction of New & Promoted Staff

Peter Greenberg, General Manager, First Transit, and Doran Barnes, Executive Director, Foothill Transit, introduced new and promoted staff to First Transit and Veolia Transportation, James Marshall, Assistant General Manager, and Donald Luey, Network Manager, respectively.

5.2. Contractors' Employee Recognition

Wayne Fritz, General Manager, MV Transportation, recognized Martha Castellanos, MV Transportation Operator of the Month, and Augustine Martinez, MV Transportation Employee of the Quarter.

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Peter Greenberg, General Manager, First Transit, recognized Andrew Evans, First Transit Operator of the Month, and Rachel Green, First Transit Employee of the Quarter.

Doran Barnes, Executive Director, Foothill Transit, recognized Frank Kuo as Veolia Transportation Employee of the Quarter.

PUBLIC COMMENT

There was none.

CONSENT CALENDAR:

The Executive Board adopted the Consent Calendar items 7-21.

Motion: Member Wallach, seconded by Treasurer Delach
Vote: Unanimously carried

Later in the meeting the Item 19 was reconsidered.

Following discussion, on motion of Chair Chandler, seconded by Member Lantz, this item was amended to revise bullet No. 2 of memo dated November 12, 2010 regarding Leadership in Energy and Environmental Design for Existing Building Operations and Management (LEED-EBOM) Prerequisite Requirements to read as follows:

2. No Smoking Policy – In order to maintain a safe, healthy, and comfortable working environment and to ensure compliance with all applicable laws – Foothill Transit is a 100 percent smoke-free facility. Smoking is prohibited within ~~20 feet~~ **25 feet** of the building exterior.

[\(See Supporting Documents\)](#)

REGULAR AGENDA:

FISCAL YEAR 2010 FINANCIAL AND COMPLIANCE AUDIT RESULTS

Richard Hasenohrl, Director of Finance, reported the following:

- The accounting firm of Lance, Soll and Lunghard LLP has completed their audit of Foothill Transit's balance sheet as of June 30, 2010, and the related statements of revenues, expenses, and cash flow. In addition, they completed an audit of Foothill Transit's compliance with the Single Audit (Office of Management and Budget Circular [OMB] A-133) guidelines mandated by Foothill Transit's receipt of federal funds, the Transportation Development Act, and the rules and regulations of the Los Angeles County Metropolitan Authority. For the eighth year in a row, Foothill Transit has received a clean audit, and no

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requirements or recommended adjustments were made to Foothill Transit's financial statements for the fiscal year ended June 30, 2010.

- A "Certificate of Achievement for Excellence in Financial Reporting" was presented to Foothill Transit for its Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2009, from the Government Finance Officers Association of the United States and Canada, one of the highest awards given for achieving the highest standards in government accounting and financial reporting.

The Executive Board received and filed the Fiscal Year 2010 financial and compliance audit results.

Motion: Treasurer Delach, seconded by Member Wallach
Vote: Unanimously carried
([See Supporting Document](#))

ELECTRONIC BUS BOOK MARKETING PLAN

Linda Somilleda, Director of Marketing and Communications, reported the following:

- The Executive Board moved forward in their decision to implement an electronic version of the Foothill Transit Bus Book, and phasing out printed versions of the Bus Book. A free version of the printed Bus Book will be available on March 2011. After the first two weeks of publication the books will only be available at Foothill Transit Stores at a \$1.00 charge.
- The electronic Bus Book will be bilingual with information on routes, schedules, transfer policies, etc. It will be a customized version of the printed book, and will provide the customer with printouts on request of routes and schedules they regularly use. There will be no charge for this information, and will be available at Foothill Transit's website.
- Communication and marketing efforts will begin in December 2010 to inform customers of pending changes to services effective in early March 2011.

The Executive Board received and filed the Electronic Bus Book Marketing Plan.

Motion: Treasurer Delach, seconded by Member Lantz
Vote: Unanimously carried
([See Supporting Documents](#))

CONTRACT AWARD – COMMERCIAL REAL ESTATE SERVICES – BUS LAYOVER

Gary Nehls, Director of Procurement, Foothill Transit, reported the following:

- A bus layover facility in Downtown Los Angeles is greatly needed by Foothill Transit because commuter express service from Pomona and San Gabriel Valley unloads in the Downtown business district. At the end of the commute, empty buses return to Foothill Transit's operations and maintenance facilities, unnecessarily consuming a significant amount of fuel, and a high mileage accumulation on the agency's commuter fleet.
- On August 27, 2010, the Executive Board authorized the Executive Director to issue a Request for Proposals (RFP) for commercial real estate services to locate property to be used as a bus layover facility in Los Angeles. RFP No. 11-012 was issued on September 15, 2010.
- Proposals were received on October 6, 2010, from two firms, which were then evaluated by committee. Cushman & Wakefield was selected as the highest rated proposer. Cushman & Wakefield is a global real estate company active in every major market worldwide. They specialize in optimally positioning and marketing commercial properties.
- The fee for real estate services will be based upon a commission structure of 2.5% of the purchase price, paid by the seller if and when Foothill Transit purchases property.

The Executive Board authorized the Executive Director to execute a contract with Cushman & Wakefield to locate property in downtown Los Angeles and manage property acquisition activities for property to be used as a midday bus layover facility. The fee for real estate services will be based upon a commission structure of 2.5% of the purchase price.

Motion: Vice Chair Herrera, seconded by Treasurer Delach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

CONTRACT AWARD – BUS BOOK PRINTING

Gary Nehls, Director of Procurement, Foothill Transit, reported the following:

- Revised editions of Bus Books require publishing due to route changes, every six months at a quantity of 200,000 bus books. The Bus Books are distributed widely throughout the service area, which includes on the buses, at Foothill Transit Stores, and at numerous other outlets (school campuses, supermarkets, etc.).

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- On August 27, 2010, the Executive Board authorized the executive Director to issue a Request for Proposals (RFP) for bus book printing. RFP No. 11-007 was issued on September 14, 2010. The RFP called for a base quote for printing in English and Spanish, with an alternate quote for printing in English, Spanish, and Chinese.
- Proposals were received on October 12, 2010, from three firms, which were then evaluated by committee. One of the proposals was found to be non-responsive to the requirements of the RFP and was not evaluated.
- Transit Information Products, who have produced the Foothill Transit Bus Book for the past seven years, was selected as the highest rated proposer. The firm specializes in design and production of information products for the transit industry. They have more than 15 years experience in all areas of bus book design and production management, and have published over 250 bus book editions.
- Funding is included in the approved FY 2011 Business Plan and will be programmed in Foothill Transit's FY 2012 budget.

The Executive Board authorized the Executive Director to negotiate final contract terms and conditions, and to execute a contract in the amount of One Hundred Sixty Two Thousand Nine Hundred Thirty Dollars (\$162,930.00) plus applicable sales tax with Transit Information Products for two printings of an English, Spanish, and Chinese version of the Bus Book during the 2011 calendar year. The contract includes four one-year options to be exercised at Foothill Transit's sole discretion.

Motion: Treasurer Delach, seconded by Chair Chandler
Vote: Unanimously carried
[\(See Supporting Documents\)](#)

SILVER STREAK SERVICE UPDATE

Dietter Aragon, Planning Manager, Foothill Transit, reported the following:

- Since the Silver Streak line was introduced three and a half years ago, the service has undergone minor frequency changes based on directional priority. The available information on loads, stop-by-stop boardings and departures correlated with on-time performance captured by Foothill Transit's SMART *Bus* System allows service to be fine-tuned for increased efficiency.
- In December 2009, Los Angeles Metro introduced the Silver Line, a high frequency service that mirrors the Silver Streak line, travelling from El Monte Station through downtown Los Angeles.
- There was an increase of 17% on Metro's Silver Line weekday boardings since the service was introduced, in spite of the fact that Foothill Transit's Commuter Express service continues to experience relatively flat ridership.

- A possible reason for the drop in Silver Streak ridership is the duplication of service provided by both lines. Competitive pricing and customer confusion between both lines are also attributed as major factors in the decrease in Silver Streak ridership.

Doran Barnes, Executive Director, Foothill Transit, commented that Metro's Silver Line almost completely duplicates Foothill Transit's Silver Streak line. Foothill Transit is in discussions with LA Metro regarding possible schedule changes to address the duplication of pickups by both lines.

Following discussion, the Executive Board received and filed the update on Foothill Transit's Silver Streak service.

Motion: Vice Chair Herrera, seconded by Treasurer Delach
Vote: Unanimously carried
([See Supporting Documents](#))

FOOTHILL TRANSIT FLEET ADJUSTMENT

George Karbowski, Director of Operations & Maintenance, reported the following:

- Foothill Transit's current fleet of 316 coaches includes 39 that are diesel-fueled, are at the end of their useful life, and are eligible for retirement. Retiring some of these coaches and replacing the remainder with clean-fueled coaches will allow the organization to achieve a fully clean-fueled fleet.
- The current fleet includes 12 CNG coaches that were recently procured and have now been delivered to be placed into service for the Los Angeles County ExpressLanes Project. The project has been delayed until August 2012, but until then the buses are operating in regular Foothill Transit service. However, once the project commences these twelve buses will either be transitioned into the project or twelve new buses will be procured to replace them.

The Executive Board authorized the Executive Director to adjust Foothill Transit's revenue vehicle fleet size from 316 to 300 vehicles.

Motion: Treasurer Delach, seconded by Member Lantz
Vote: Unanimously carried
([See Supporting Documents](#))

REQUEST TO ISSUE REQUEST FOR PROPOSALS (RFP) – 14 COMPOSITE ELECTRIC DRIVE BUSES AND ASSOCIATED CHARGING EQUIPMENT

George Karbowski, Director of Operations & Maintenance, reported the following:

- Foothill Transit received a Department of Transportation (DOT) TIGGER II grant for \$10.17 million to fund the Line 291 option order for nine buses. Funding for the base

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order of 14 buses and two fast charge stations is programmed into the FY 2011 Business Plan. The purchase of the 66 bus option order is dependent on capital funding expected in future fiscal years.

- Currently Foothill Transit has an option for nine (9) additional Ecoliners from Proterra LLC. If this option is exercised, the nine buses will provide a full compliment of electric buses on Line 291.

Edward Gill, Legal Counsel, advised that if approved, the RFP will be issued in March 2011, so a contract award will not be granted until then.

The Executive Board authorized the Executive Director to issue a Request For Proposals (RFP) for a base purchase of fourteen (14) composite electric drive buses and two (2) fast charge stations. The RFP would also include options for sixty-six (66) buses and ten (10) additional fast chargers.

Motion: Member Lantz, seconded by Vice Chair Herrera

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

**CONTRACT AWARD – JOINT PARTNERSHIP SECURITY THREAT ASSESSMENT
AND SECURITY PLAN DEVELOPMENT**

Gary Nehls, Director of Procurement, Foothill Transit, reported the following:

- Foothill Transit, in conjunction with three regional transit partner agencies (Long Beach Transit, Santa Monica Blue Bus, and the Los Angeles Department of Transportation), submitted a joint grant application to the U.S. Department of Homeland Security (DHS) for Transit Security Grant Program (TSGP) funding for consulting services to conduct security threat assessments, and to develop transit security plans for the respective agencies. The DHS approved the project proposal and issued a Letter of Authorization to Proceed.
- On July 30, 2010, the Executive Board authorized the Executive Director to issue a Request for Proposals (RFP) for the development of a joint agency threat assessment. RFP No. 11-001 was issued on August 18, 2010.
- Proposals were received on September 22, 2010, from six firms, which were then evaluated by committee. URS was selected as the highest rated proposer. URS is a full-service international engineering company with 41,000 employees headquartered in San Francisco with offices in every major city of the United States. They identify threats and vulnerabilities and develop protective measure plans to ensure the security of the public, employees and agency assets.

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- URS has worked with transit agencies nationwide such as the Orange County Transportation Authority (OCTA), Transbay Joint Powers Authority in San Francisco, and many others.
- Funding for this project is provided by the U.S. Department of Homeland Security Transit Security Grant Program and included in Foothill Transit's approved FY 2011 Business Plan.

Jaime Becerra, Director of Safety & Security, Foothill Transit, added that this would be the very first model of interagency transit security and would cover incidents such as natural disasters, terrorist attacks, and other events of that nature.

Following discussion, the Executive Board authorized the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of Six Hundred Thirty Three Thousand One Hundred and Sixty Seven Dollars and Sixty Six Cents (\$633,167.66) with URS to develop a Joint Partnership Security Threat Assessment and Security Plan.

Motion: Treasurer Delach, seconded by Member Wallach

Vote: Unanimously carried

[\(See Supporting Documents\)](#)

EXECUTIVE DIRECTOR COMMENT

Mr. Barnes reported the following:

- The Ecoliner project continues to receive national and international attention.
- The California Transit Association backed Proposition 22 which passed on Election Day, and will keep locally-funded projects protected from having funds funneled into outside projects.
- Proposition 26 (which calls for a two-thirds requirement for fees placed on taxes) also passed on Election Day. Uncertainty remains as to what Prop. 26 will do to gas tax funds.
- At the CTA meeting held last week funds were set aside for legal fees.
- The last Foothill Transit Executive Board meeting of the year will be held on December 17, 2010.

Mr. Barnes presented photographs of the new Foothill Transit minibus.

BOARD MEMBER COMMENT

Member Wallach congratulated Foothill Transit for being awarded the TIGGER II Grant. She also commended them for serving the Chinese-American community by implementing a Chinese language bus book.

Treasurer Delach commended Mr. Karbowski and his staff for an excellent job on the Ecoliner. In addition, she announced that Mickey Mouse will be the Grand Marshall of the City of Covina's 60th Annual Christmas Parade.

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code § 54956.8)

Property Address/Location: APN: 8474007035

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Andrew Pasmant, West Covina City Manager

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code § 54956.8)

Property Address/Location: Northerly 126 ± feet x 383 ± feet of APN: 8608-027-900

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Fran Delach, Azusa City Manager & Tito Haes, Public Works Director

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code § 54956.8)

Property Address/Location: 14403 Pacific Ave. Baldwin Park APN: 8554-001-900

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Vijay Singhal, Chief Executive Officer, Baldwin Park

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Government Code § 54956.8)

Property Address/Location: 600 S. Brea Canyon Rd. City of Industry APN: 908

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: John D. Ballas, Director of Public Works, City of Industry

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8)

Property Address/Location: Diamond Bar Park-N-Ride Lot 100-101 N. Diamond Bar Blvd., Diamond Bar

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Frank Quon, Deputy Director of Operations - Caltrans

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8)

Property Address/Location: 1600 S. Azusa Avenue, Space 571, City of Industry

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Gregory M. Cuda, Regional Leasing Manager; Ken Mason, General Manager

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8)

Property Address/Location: 1600 S. Azusa Avenue, City of Industry

Agency Negotiator(s): Doran J. Barnes, Roland Cordero, Edward J. Gill, Darold D. Pieper, Kevin McDonald

Negotiating Parties: Gregory M. Cuda, Regional Leasing Manager; Ken Mason, General Manager

Under Negotiation: Price and Terms

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Existing Litigation, Government Code § 54956.9(a)

Name of Case: Hinojosa v. Robbins

Los Angeles County Superior Court, Case No. KC057392

The Executive Board recessed at 8:50 a.m. to Closed Session.

The Executive Board reconvened at 9:22 a.m. from Closed Session.

Darold Pieper, General Counsel, announced that no reportable action was taken in Closed Session.

AZUSA PARK AND RIDE MEMORANDUM OF UNDERSTANDING (MOU)

Roland Cordero, Director of Facilities, reported the following:

- On October 4, 2010, the Azusa City Council authorized the City Manager to enter into an MOU with Foothill Transit concerning a proposed park and ride facility in the City.

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- The facility is anticipated to be a four-level parking structure containing between 500 and 725 spaces. It is also anticipated that an electric bus charging station and bus bays and turnouts to accommodate Foothill Transit buses will be constructed at the site.
- The City estimates that the parking structure will cost approximately \$9.2 million, not including the charging stations, bus bays, and turnarounds. The City of Azusa has agreed to contribute \$5.6 million to the Project plus the value of the land, estimated at \$1.3 million. Foothill Transit's participation in the project would be \$4.0 million, the equivalent of \$16,000 per parking space.

The Executive Board authorized the Executive Director to execute an MOU with the City of Azusa related to the development of a park and ride facility in the City of Azusa.

Motion: Member Lantz, seconded by Chair Chandler
Ayes: Chair Chandler, Vice Chair Herrera, Member Lantz, and Member Wallach
Noes: None
Excused: Treasurer Delach
Vote: Duly carried
[\(See Supporting Documents\)](#)

ADJOURNMENT

There being no further business, the Executive Board adjourned at 10:39 a.m.

Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Edward J. Gill, Legal Counsel
LaShawn Gillespie, Director of Planning
Dietter Aragon, Planning Manager
David Reyno, Director of Government Relations
Richard Hasenohrl, Director of Finance
Gary Nehls, Director of Procurement
Roland Cordero, Director of Facilities
George Karbowski, Director of Operations & Maintenance
Lauren Cochran, Senior Operations Analyst
Araceli Lopez, Transit Store Operations Manager
Peter Greenberg, General Manager
Wayne Fritz, General Manager
Linda Somilleda, Director of Marketing & Communication
Richard K. Kikuchi, CPA, Lance, Soll & Lunghard, LLP
Martha Arana, Commission Services